

Social Sciences Career Exploration Day and Resume Workshop

A SENIOR PROJECT

By

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SOCS 461 and 462

Senior Project

Social Sciences Department

College of Liberal Arts

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

Fall, 2010

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Introduction

The Social Sciences Department at Cal Poly State University seeks to educate students and prepare them to be successful professionals in a variety of careers post-graduation. The annual Social Sciences Career Exploration Day and Resume Workshop is an event that assists current students determine which career path is most appealing to them, network with professionals offering internships, connections, jobs, and become more confident in their abilities. Older students are able to focus on networking with potential employers and specifically learn more on how they can obtain a job in the field of their choice while younger students are better able to select a concentration and begin exploring internship and volunteer opportunities. The Resume Workshop focuses specifically on students being able to put together a concise, complete, and professional resume while also giving a venue to become better acquainted with Cal Poly Career Services. The Career Exploration Day and Resume Workshop seeks to inform students of their academic and professional options post-graduation and what steps they can take now in order to achieve those goals.

Planning an event of this size and importance takes an immense amount of work. Our advisor and student-planning group began meeting in spring of 2010 to discuss vision and set goals for the event. Additionally, it was crucial to define specific summer goals so that we could come back in fall prepared and excited for the event. Although this early preparation was important and helped us tremendously in fall, the most important aspect of our planning were meeting twice per week where we developed ideas, discussed what needed to be accomplished, and worked with one another on any current problems or concerns. We also used these meetings to divide responsibilities and ensure that we were meeting all deadlines.

Proper preparation, followed by effective advertising and networking, led to a successful event. Managing our time and resources available as a group helped us be an efficient and

effective team. We sought to invite as many agencies and professionals as possible using the previous year's invitees, personal connections, and student's suggestions. We asked these agencies and businesses to respond promptly to ensure that we had ample time to advertise and make all accommodations necessary. Once we had confirmed most of our professionals we began to advertise to students using a variety of mediums including: paper flyers (in two sizes), posters, online events, emails, and announcements to both faculty and students. Between a group of passionate students and a skilled advisor we felt entirely prepared and ready for both the Career Exploration Day and the Resume Workshop.

In this project we outline the specifics of planning including making reservations, advertising, and networking as well as information on the execution of the event. The paper will follow chronologically with the emphasis being on the preparation of the event. Additionally, we have analyzed our successes and failures while making recommendations for future groups. We have also provided an analysis on data collected via a student survey on the event days. Lastly, we have included all important documents and records associated with the event to provide a complete and thorough narrative of our work. It is our hope that with this information future senior project groups will be able to continue the progress we have both seen and made and ensure that the Social Science Career Exploration Day and Resume Workshop is a success for years to come.

Reservations

In order to make reservations we needed to choose a date and time for the Resume Workshop, Booth Fair, Career Professional Panel and Graduate School Panel. We decided it was best to keep the Resume Workshop on a separate day than the Career Exploration Day. It was more effective to make the Resume Workshop a couple days before the Career Exploration Day in order for students to examine and organize their resumes and prepare to discuss their goals and interests with potential employers, career and grad school panelists. Therefore, we decided on Tuesday, October 19, 2010 for the Resume Workshop and October 21, 2010 for this year's annual Career Exploration Day. These dates also gave us plenty of time to prepare for the event. For the Resume Workshop we expected to get the greatest turnout if we made it from 11am to 12pm on Tuesday, October 19 and did so accordingly. We chose this timeslot as most students do not have class Tuesday or Thursday from 11-12 due to UU Hour on Thursday. We decided on 11am to 1pm for the Booth Fair on Thursday, October 21 preceding the Career Professional Panel from 1pm to 2pm and the Graduate School Panel from 2pm to 3pm. Additionally, we chose October 21 for the Exploration Day due to the fact that the day also fell on the Social Sciences Advisory Board meeting, making it possible for these important members to attend.

Next, it was important to choose on campus locations for the events. We confirmed with Charlotte Rinaldi of the Career Services Center that the Resume Workshop would be at the same location as in 2009, which was in Career Services (Building 124, Room 117). We discussed the locations chosen for previous years' Social Sciences Career Exploration Days and decided the Chumash Auditorium would be the best and most accessible location for students as well as participants. We held the Booth Fair, Career Professional Panel, and Graduate School Panel in

Chumash Auditorium, Room 205. We reserved the rooms for the confirmed dates and times. Cal Poly Associated Students, Inc (ASI) set up the tables and chairs as we requested. In order to best accommodate the participants and guests, we provided snacks and beverages at the event. Through Campus Dining, we ordered coffee and tea from the Poly Canyon Peet's Coffee and assorted flavors of bagels (cut into fourths) and cream cheese from the Poly Canyon Einstein Bagels. Additionally, two 2.5-gallon water jugs and paper cups were set on the refreshment table. We knew it would be most convenient to provide participating organizations with complimentary parking passes. We confirmed the number of attendees and made a list of names of the organization representatives. The secretary of Social Sciences assisted us in ordering the parking passes so that they would be available to be picked up with a campus map at the Information Booth on Grand Avenue.

We successfully stayed within the budget of \$300. The most we spent was on refreshments. The coffee, tea, bagels, and cream cheese had cost us \$92.29 while in 2009 refreshments had cost \$78.50. We spent more money on refreshments this year, but the money was well spent. We received several compliments on the snacks and drinks and by the end of the Booth Fair there were no leftovers. Our only option had been to order refreshments on campus. However, ordering and picking up the food and drinks on campus was more convenient and well worth the cost. We managed to spend a very reasonable total price of \$100 for the entire 2010 Social Sciences Career Exploration Day.

None of the reservation process proved to be too difficult or problematic. Our biggest difficulty when it came to reservations was getting in contact with Poly Canyon Einstein Bagels to confirm our order of bagels and cream cheese, however, even that worked out in the end. Another challenge was getting the correct names of the participating organization members so as

to reserve them individual parking passes. Thankfully, no one had trouble receiving passes.

Overall, every aspect of the reservation process ran smoothly and was successful.

Poly Canyon Peet's Coffee Receipt:

BILLING MEMO
MEMO DATE 10-21-10

campus dining
Cal Poly Corporation
San Luis Obispo, California

6 PARTS - PRESS FIRMLY
NO. 16828

S O CONTACT PERSON Cardyn PHONE 6-2752
L D DEPARTMENT NAME Social Science
T O CONTACT PHONE (760) 865-7554
Haley

CPC ACCOUNT (ORG KEY/OBJ CODE)
L CFF ACCOUNT (ORG KEY/OBJ CODE)
E D ACCOUNT (ORG KEY/OBJ CODE)
T STATE BILLING # 74900 100000
O

DATE	NO. SERVED/ QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
10/21/10			1/2 cambr		50.00
			Tea to Go		12.00
SPECIAL INSTRUCTIONS				TOTAL CHARGES	
				TOTAL CREDIT	
				SALES TAX	
				DECLARED TIPS	
				TOTAL DUE	62.00

RECEIVED BY
PREPARED FOR CAMPUS DINING BY: Peet's
CUSTOMER COPY

Poly Canyon Einstein Receipt:

BILLING MEMO
MEMO DATE 10/21/10

campus dining
Cal Poly Corporation
San Luis Obispo, California

6 PARTS - PRESS FIRMLY
NO. 16957

S O CONTACT PERSON Carolyn Dentler PHONE
L D DEPARTMENT NAME So. Sci.
T O CONTACT PHONE So. Sci Center

CPC ACCOUNT (ORG KEY/OBJ CODE)
L CFF ACCOUNT (ORG KEY/OBJ CODE)
E D ACCOUNT (ORG KEY/OBJ CODE)
T STATE BILLING # SL001 108600, 660003
O

DATE	NO. SERVED/ QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
10/21	1		Bagel + Shmear Nash Box	27.99	27.99
SPECIAL INSTRUCTIONS				TOTAL CHARGES	27.99
				TOTAL CREDIT	
				SALES TAX	2.30
				DECLARED TIPS	
				TOTAL DUE	30.29




RECEIVED BY Haley Zehner
PREPARED FOR CAMPUS DINING BY: Martin W. W. W.
CORPORATION ACCOUNTING COPY

Advertising

Without quality advertisement, the Career Exploration Day would not have been as successful of an event. We made sure to make posters, handouts, and flyers that would best represent the 2010 Social Sciences Career Exploration Day. We also utilized an online social network to get out the word about the event.

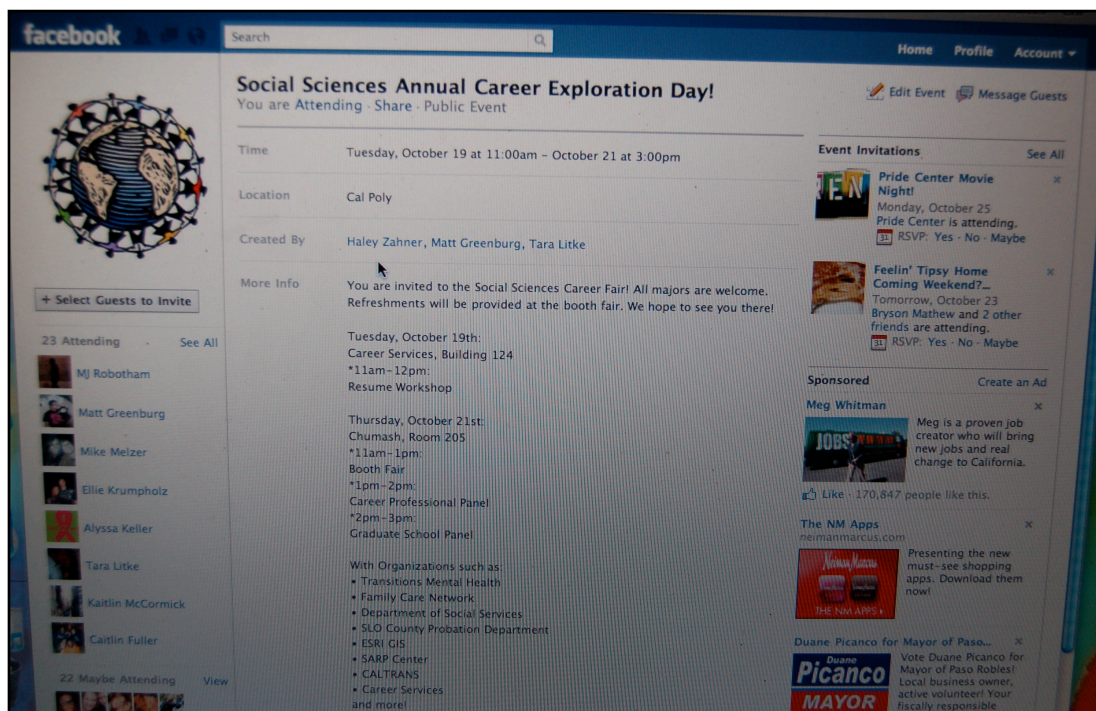
First, we made small, quarter page handouts showing each event name, date, and time. On the back we added a list of some of the organizations that were going to be at the Booth Fair (see below). The small size was perfect for students to easily pick up and read without being overwhelmed with information. We made announcements and passed the papers out to many classes. We gave handouts to Social Science professors to distribute to their classes as well. A couple professors offered extra credit to their students for attending the Career Exploration Day. We also made larger colorful flyers with the same information and posted them in classrooms and at many locations throughout campus.

Front side of handout:

<p>Social Sciences Department, College of Liberal Arts presents:</p> <p>Social Sciences Career</p> <p> Exploration Day!</p> <p></p> <p>Tuesday, October 19th:</p> <p><i>Career Services, Building 124</i></p> <p>❖ 11am-12pm: Resume Workshop</p> <p>Thursday, October 21st:</p> <p><i>Chumash, Room 205</i></p> <p>❖ 11am-1pm: Booth Fair</p> <p>❖ 1pm-2pm: Career Professional Panel</p> <p>❖ 2pm-3pm: Graduate School Panel</p> <p></p>	<p>With organizations such as:</p> <ul style="list-style-type: none">• Transitions Mental Health• Family Care Network• Department of Social Services• SLO County Probation Department• ESRI GIS• SARP Center• CALTRANS• Career Services
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Back side of handout:

Next, we made a Facebook event page. Facebook is a social networking site that is popular among college students (see photo below). We invited a few hundred Cal Poly students through the Facebook event page. The information we provided was basically the same as what was on the flyers. We included the dates, times, schedule, and a list of almost all of the participating organizations that would be attending. The event page was made a couple weeks in advance so students would have plenty of time to plan their schedules around the event and invite others. The day before both the Resume Workshop and the Career Exploration Day we sent out a reminder message through Facebook.



Our last advertising method was creating large posters with a schedule of events. To make the posters, we went to the Cal Poly Craft Center. The posters were placed outside the Social Sciences Department and outside Chumash Auditorium. They were a perfect way to remind students (especially Social Science majors) of the upcoming events.

It was beneficial to use more than one form of advertisement. Students had the opportunity to hear about the event by receiving a handout, reading a flyer or poster, getting an

invitation through Facebook, or hearing an announcement in class. Without the support of the Social Science Department, the event turnout would have been less. The professors who offered extra credit for attending the Career Exploration Day were tremendously helpful in motivating many students to attend. The turnout would have been much better if more professors agreed to offer extra credit. Also, had we gotten more flyers and handouts out to more classes, the turnout would have improved. Our attempt at advertising was sufficient, but we agree that we could have improved on getting a wider range of students to attend. Through the Social Science Career Exploration Day we have come to realize how vital advertisement is to make a successful event.

Networking

The main event of the Social Science Career Exploration day was the Booth Fair. To make this event interesting for the attendees we desired to have a large variety of organizations and professions present. By utilizing past and current internships and professions as well as previous connections made by the Career Day project groups, we were able to provide a variety of professions. Considering different concentrations such as Criminal Justice, Anthropology, and Geography and numerous other areas of specialty many Social Science majors have developed, we found it necessary to make sure those interested in social work would have numerous organizations present as well as those interest in other professions. Throughout this process we made sure to keep a Master List of Invitees chronicling the accepted or denied status of each party.

One of the basic principles of the Social Science Career Exploration Day was to provide students with the opportunity to network with different professionals in the Social Science field. The idea of the Booth Fair was to invite enough professionals and organizations so Social Science majors could explore and develop a well-balanced knowledge of career paths, make initial connections with those in such career paths, as to start their exploration into a profession. The main purpose of the Booth Fair was to allow students to linger and have the opportunity to ask professionals working in the Social Sciences about not just their careers but how they were able to attain such careers.

By having a variety of professions, students were able to network with professionals and obtain a vast knowledge of career options. Social workers, bureaucratic organizations, academic, and research professionals were all present providing a wide base for interested students to converse and develop a connection with. Students were allowed to ask about job opportunities and internships while maintaining interest in multiple professions.

As students made their way from booth to booth, they were encouraged to start conversations and network with a number of organizations and individuals. The purpose of the Booth Fair thus was not to find a job or internship, but simply explore career options and network with those in the Social Science profession to advance the students' ability to obtain a job in a desired field either later in the academic year or in the future. The Booth Fair was the first chance to network with a number of agencies and make an initial connection in which, if the student desired, they can pursue on a professional level.

The Career Panel was also essential in providing a variety of professionals to students. By having a teacher, police officer, ESRI GIS representative, anthropologist, and licensed MFT professional, students again were exposed to the wide variety of Social Science professions. The Graduate Panel included at least one representative who went to graduate school for Sociology, Anthropology, or Geography allowing the Career Exploration Day to represent all majors in the Social Science Department.



California Polytechnic State University
San Luis Obispo, CA 93407-0320

Social Sciences Department
(805) 756-2260

September 29, 2010

Dear Professional,

Hello! And thank you for agreeing to participate in Cal Poly Social Sciences annual Career Exploration Day. We look forward to working with you and are confident that your attendance will ensure a successful and beneficial experience for all involved.

Career Exploration Day will be an event tailored to the needs of Cal Poly students discovering possible career and internship opportunities, and broadening their knowledge of Social Sciences related employment fields. Student participation in this event is not necessarily focused on attaining a job at this point in time, but rather a forum for networking, advising, and exploration.

As a participating organization, Cal Poly will provide a number of services in exchange for your commitment.

- ➔ Complimentary parking passes will be provided for event day and can be picked up at the Information Booth located at the intersection of Grand and Slack.
- ➔ Setup time begins at 10:30 am on Thursday, October 21, 2010; breakdown of booths will commence at 1:00 pm. We will provide tables and chairs to display information about your organization.
- ➔ Booth fair is being held inside the Chumash Auditorium (Room 205) on the second floor of the University Union. General parking can be found in the structure on Grand Ave.
- ➔ Refreshments will be provided for your convenience.

We invite you to bring any brochures, pamphlets, handouts, displays, photos, and other relevant information to represent your organization; there will be a table reserved to accommodate your needs. We suggest you bring enough media to provide for between 50 and 100 students, along with any signage you may have to advertise your organization. Last year we had over 100 students attend.

Again we would like to thank you in advance for your participation in Career Exploration Day. If you have questions, comments, or concerns, please feel free to contact us by email or phone at any time. Your attendance would ensure a successful and beneficial experience for all involved.

We hope you are as excited to participate in this event as we are to host you!

See you there!

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Matthew Greenburg – 831.239.6109; mgreenbu@calpoly.edu

Haley Zahner – 760.805.7554; hzahner@calpoly.edu



Resume Workshop

The Resume Workshop was an important piece of our Career Exploration project and helped numerous students learn how to properly create a resume while also acquainting them with Career Services. The Resume Workshop took place on Tuesday, October 19, 2010 in Career Services (Building 124) room 117, from 11-12. Charlotte Rinaldi, the College of Liberal Arts Career Counselor, was an immense help in both the planning stages and execution of this event. Charlotte provided a thorough presentation that covered all pertinent information for creating a concise and complete resume while also taking time to answer individual questions and concerns. Additionally, Charlotte created information packets with the slides she used and various examples of successful student resumes (see Appendix B). Furthermore, there were additional handouts on upcoming events through Career Services, cover letter information, interview techniques, and additional information on how to contact Charlotte directly. Overall, the Resume Workshop was well attended, highly informative, and ran as smoothly as possible.

We chose to have the event at Career Services due to the fact that it acquainted students with the facility and so that they could see the numerous resources available to them there. We spoke with Charlotte over summer requesting her assistance for both the Resume Workshop and Booth Fair. Not only was she willing to help us with these events but Charlotte also helped us in providing us with a list of non-profits in San Luis Obispo County that we could contact for the Booth Fair as well as checking in on us via email during our weeks of preparation.

On the day of the event our student group arrived early to hang a welcome poster, set up the sign-in sheets, and make sure that the conference room was entirely set up. We also used this time to meet with Charlotte briefly and ensure that she did not have any last needs or questions. As students began arriving we greeted them, made sure they signed in, and gave them the handouts. Charlotte's presentation ran for approximately forty minutes. During the presentation

Charlotte discussed how to create a basic resume, how to modify a resume for a specific target audience or job, and how to highlight the most important aspects of an individual. She used thorough explanations while also incorporating student examples. After the presentation she had a time for students to ask specific questions. If students had more questions afterwards Charlotte was available to speak with them personally and offer more assistance. The presentation was both highly informative and very interactive.

Overall, the Resume Workshop was a huge success. The event was attended by approximately fifty students and the conference room held that number perfectly. We felt that the event went very well and were especially pleased by the number of students in attendance. We were so thankful for Charlotte and appreciated the help and camaraderie she provided. It was a good idea that we contacted her over summer to guarantee that she had time and that the conference room was available as fall is an extremely busy time for Career Services. Concerning areas to improve, we would advise future groups to make sure that extra packets are available for students to take as we were close to running out. Additionally, it is important to make sure that one member of the student team stands at the entrance so that students coming in late receive the packets and are directed quickly and quietly to a seat. Overall, the Resume Workshop was a success and we were pleased with how well it went.

Career Exploration Day

Thursday, October 21, Cal Poly's Social Science Career Exploration Day, had finally arrived. The Booth Fair was to be held from 11am to 1pm, the Career Professional Panel from 1pm to 2pm, and the Graduate School Panel from 2pm to 3pm. We had many preparations to take care of before the 11am Booth Fair. First, we put up a poster outside of Chumash Auditorium (Room 205), the event location. The poster displayed the Career Exploration Day timeline of events. We checked to make sure the table set up in room 205 looked professional and the number of tables and chairs were accurate. Place cards, displaying the name of every participating organization, were set at each of the designated tables. We waited outside the parking garage to direct the professionals to open parking spaces and helped them carry their belongings and booth materials into room 205. We also picked up the bagel order from Poly Canyon's Einstein Bagels and the coffee and tea order from Poly Canyon's Peet's Coffee. We made sure to get confirmation slips clarifying that the refreshments were paid for and received (see page 7 for confirmation slips).

The organization members set up their booths as we organized the bagels, refreshments, and questionnaires at the tables in the middle of the room. Soon enough, all of the booths were set up and ready to be shared and students began to file into the auditorium. A questionnaire was given to each student as they walked in and were greeted. Every student was asked to fill out and return an anonymous questionnaire at the end of his or her visit (see Appendix D). The questionnaires were to obtain feedback by the attendees in order to make beneficial changes for next year. We took turns circulating the event to make sure everything was running smoothly and the participants' needs were being met. As it got closer to 1pm, professionals packed up and prepared to leave. We thanked them for their participation and helped take belongings to their vehicles before setting up for the Career Professional Panel. There was never too much down

time nor did we feel rushed. Therefore, the allotted two hours for the booth fair proved to be the right amount of time for this part of the Career Exploration Day.

The next part of the Social Sciences Career Exploration Day was the Career Professional Panel. The professions present included; Cal Poly University Police, ESRI GIS, a local educator, a licensed Child Life specialist, and an archaeologist. We briefly introduced the panel members and gave an opening question to initiate the conversation. We encouraged students to ask any specific or broad questions they had pertaining to the professionals and their careers. The panelists responded, as they felt necessary. When hands were not being raised we were prepared with some general questions to ask in order to keep the discussion flowing. The panel lasted for almost the entire hour and was plenty of time to cover a broad range of questions relating to careers in Social Sciences. We also had some time to prepare for the final event of the day, the Graduate School Panel.

The Graduate School Panel was small, yet very productive. We made a circle of chairs for students and panelists in order to have a more intimate, relaxed discussion. The panelists were five Social Science professors from Cal Poly. The professors introduced themselves and began to describe their experiences applying to and attending grad school. They explained what it takes to become a graduate school student. Each panelist had a unique story and explanation for how and why they ended up at their grad school. Discussion was uninhibited and flowed more easily than the career professional panel. Hardly any facilitation was needed to keep the conversation going. Students seemed to be comfortable and were not afraid to express concerns and ask questions. For this event, quality outweighed quantity. Although the graduate school panel was the smallest event of the day, it was successful and very informative.

Social Sciences Career Exploration Day Pictures

11am-1pm: Booth Fair



SARP Center



International Programs



Liz Johnson, LCSW



Transitions Mental Health



CASA



Officer Gallagher, SLO Probation



University Police Department



Social Sciences Club



ESRI GIS



Caltrans



Child Life Specialist



Central Coast Hospice Partners



AmeriCorps



Student Academic Services





Snacks and refreshments included: Bagels and cream cheese, coffee, tea, and water



1pm-2pm: Career Professional Panel



2pm-3pm: Graduate School Panel

Data Analysis

The Data Analysis consisted of compiled information from the Student Questionnaire handed out to a randomly selected sample of Career Exploration Day attendees. The sample cannot be concluded to be the entire population of attendees. Although all attendees were asked to complete a survey, it is reasonable to assume some did not. All statistics and graphs were compiled using Statistical Packet for Social Sciences (SPSS).

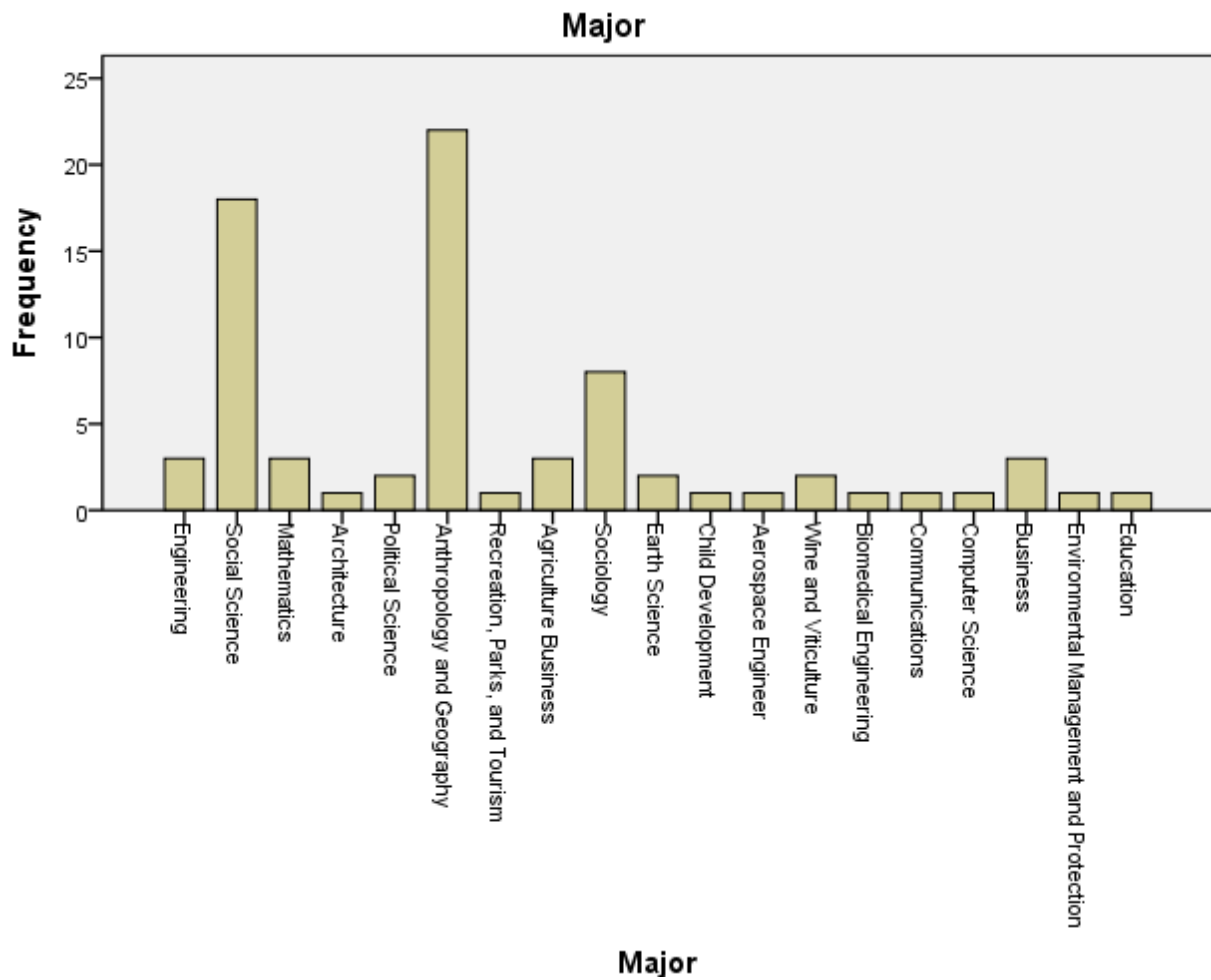
General statistics for surveyed answers:

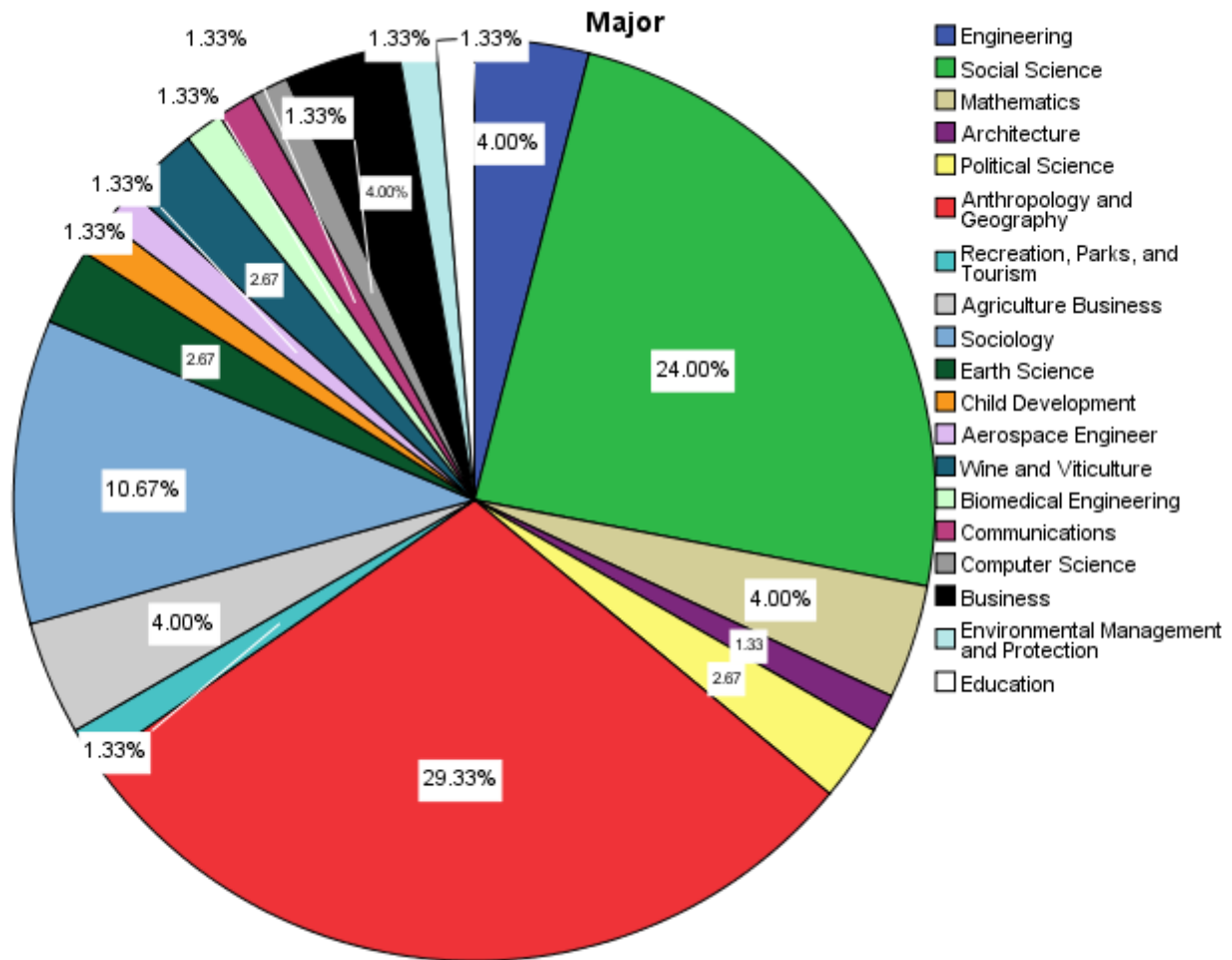
Statistics					
		Major	Year	How Informative Was This Event?	Which Sessions Did You Attend?
N	Valid	75	75	67	75
	Missing	0	0	8	0

Statistics			
		Do You Plan On Attending Graduate School?	Do You Know which Profession You Would Like to Work In?
N	Valid	75	75
	Missing	0	0

Majors Present:

		Major			
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Engineering	3	4.0	4.0	4.0
	Social Science	18	24.0	24.0	28.0
	Mathematics	3	4.0	4.0	32.0
	Architecture	1	1.3	1.3	33.3
	Political Science	2	2.7	2.7	36.0
	Anthropology and Geography	22	29.3	29.3	65.3
	Recreation, Parks, and Tourism	1	1.3	1.3	66.7
	Agriculture Business	3	4.0	4.0	70.7
	Sociology	8	10.7	10.7	81.3
	Earth Science	2	2.7	2.7	84.0
	Child Development	1	1.3	1.3	85.3
	Aerospace Engineer	1	1.3	1.3	86.7
	Wine and Viticulture	2	2.7	2.7	89.3
	Biomedical Engineering	1	1.3	1.3	90.7
	Communications	1	1.3	1.3	92.0
	Computer Science	1	1.3	1.3	93.3
	Business	3	4.0	4.0	97.3
	Environmental Management and Protection	1	1.3	1.3	98.7
	Education	1	1.3	1.3	100.0
	Total	75	100.0	100.0	

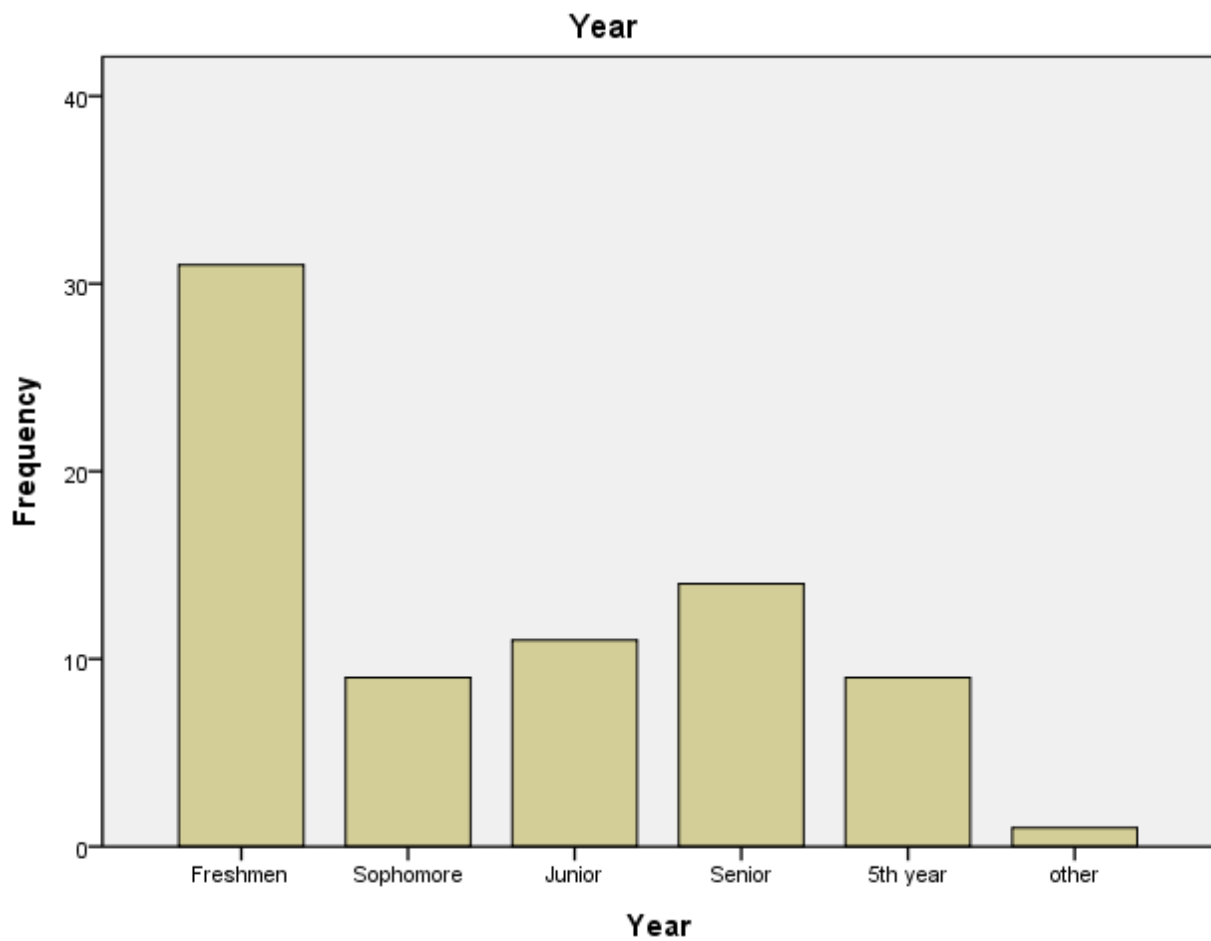


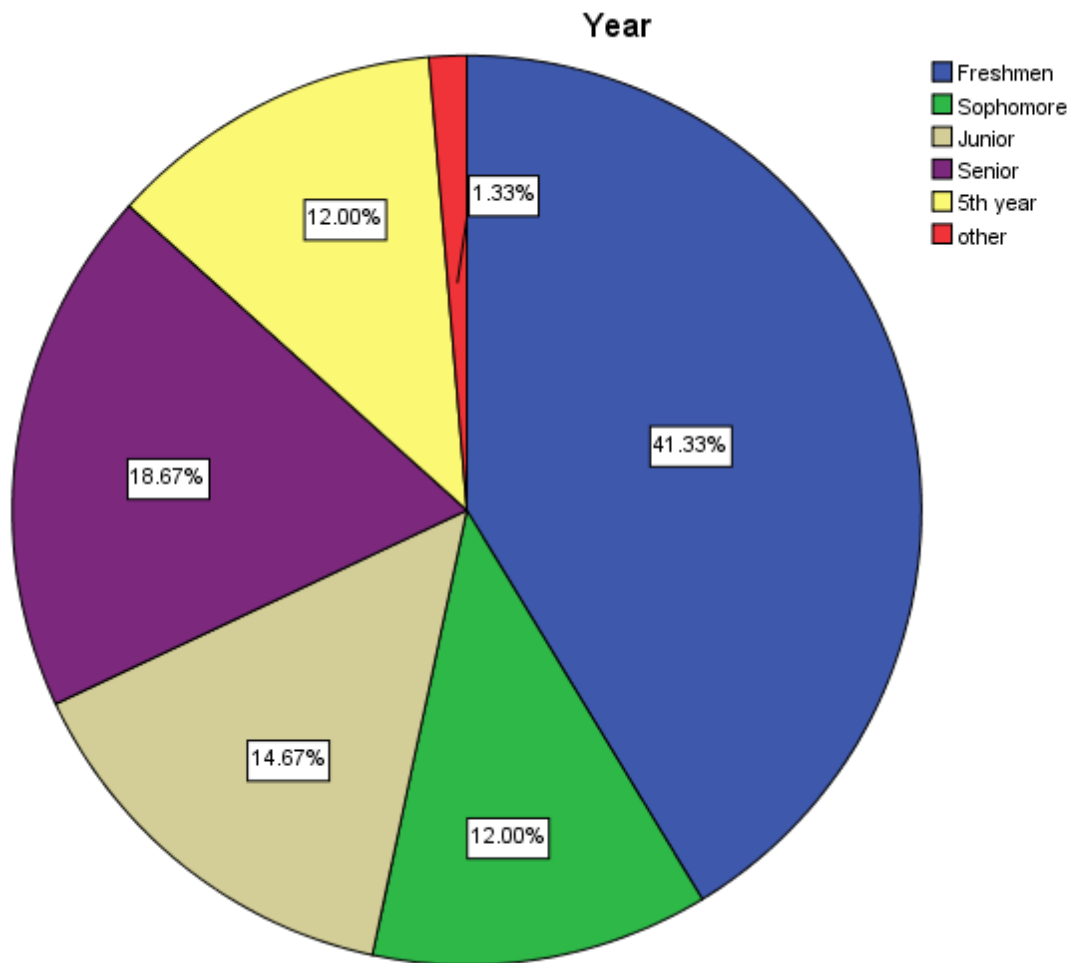


The first survey question was, “What is your major?” This yielded a varied answer of 19 different departments. The most common majors were Anthropology and Geography with 22 responses or 29.3% followed by Social Science with 18 responses or 24.0%. Sociology was also well represented at the Career Exploration Day with 8 responses or 10.7%. These numbers conclude that 64% of all attendees were in the Social Science Department.

Current year in school:

		Year			
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Freshmen	31	41.3	41.3	41.3
	Sophomore	9	12.0	12.0	53.3
	Junior	11	14.7	14.7	68.0
	Senior	14	18.7	18.7	86.7
	5th year	9	12.0	12.0	98.7
	Other	1	1.3	1.3	100.0
	Total	75	100.0	100.0	





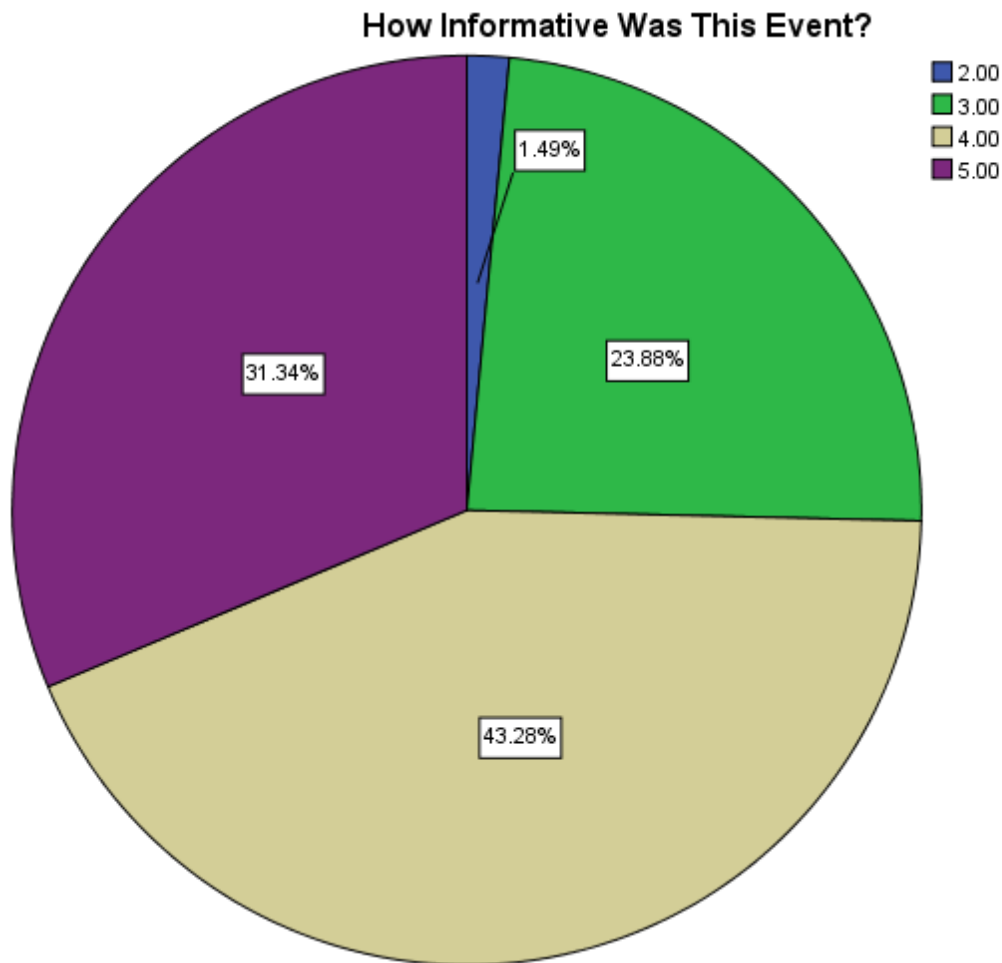
Perhaps a surprising statistic was the percentage of freshmen present during the event day.

Freshmen accounted for 41.3% or 31 responses. Seniors only accounted for 18.7% or 14 responses. 5th year students accounted for 12% or 9 responses in total. This indicates that there were more freshmen present (41.3%) than seniors and above (30.7%) at the Career Exploration event indicating the event had a large population of students beginning their Cal Poly career and just starting to consider post grad employment.

How informative was this event:

How Informative Was This Event?					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2.00	1	1.3	1.5	1.5
	3.00	16	21.3	23.9	25.4
	4.00	29	38.7	43.3	68.7
	5.00	21	28.0	31.3	100.0
	Total	67	89.3	100.0	
Missing	No Answer	8	10.7		
Total		75	100.0		





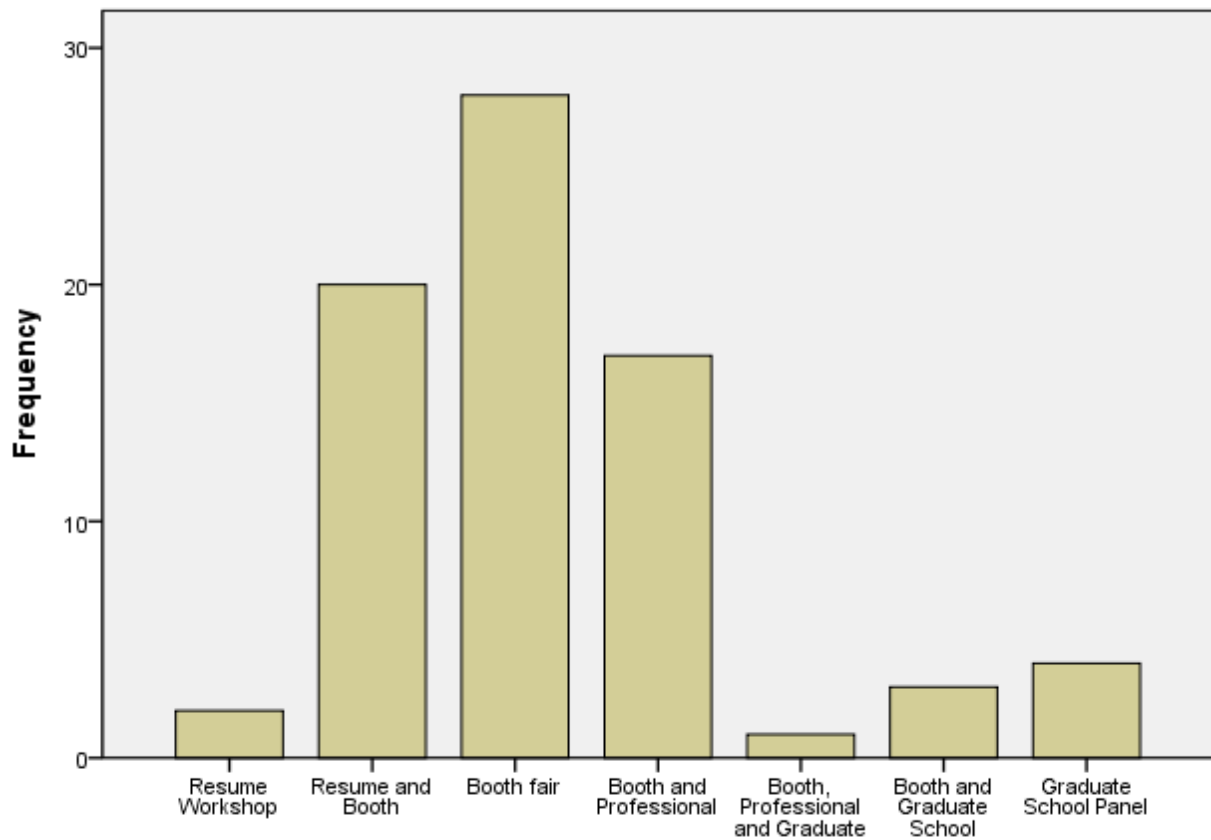
Students were asked to rate the event on a scale of 1-5 on how informative the event was, the highest rating being 5 and 1 being the lowest. No respondents gave the event a 1 rating and 8 gave no answer to the question. Overall most respondents found the events very informative. Only 1 respondent gave the event below a 3 giving the event a 2 out of 5 rating. The most frequent rating was a 4 at 43.3%.

Sessions attended:

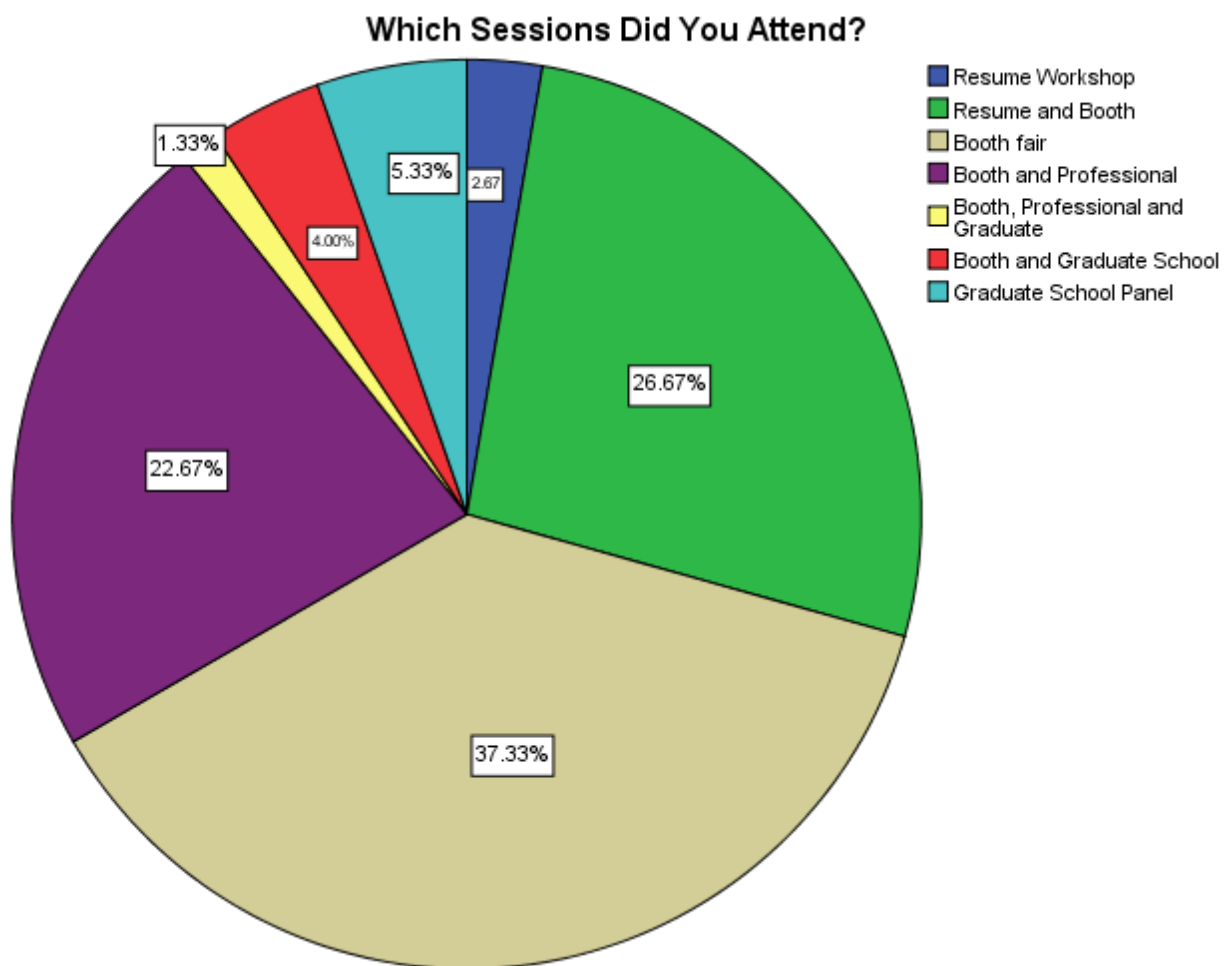
Which Sessions Did You Attend?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Resume Workshop	2	2.7	2.7	2.7
	Resume and Booth	20	26.7	26.7	29.3
	Booth fair	28	37.3	37.3	66.7
	Booth and Professional	17	22.7	22.7	89.3
	Booth, Professional and Graduate	1	1.3	1.3	90.7
	Booth and Graduate School	3	4.0	4.0	94.7
	Graduate School Panel	4	5.3	5.3	100.0
	Total	75	100.0	100.0	

Which Sessions Did You Attend?



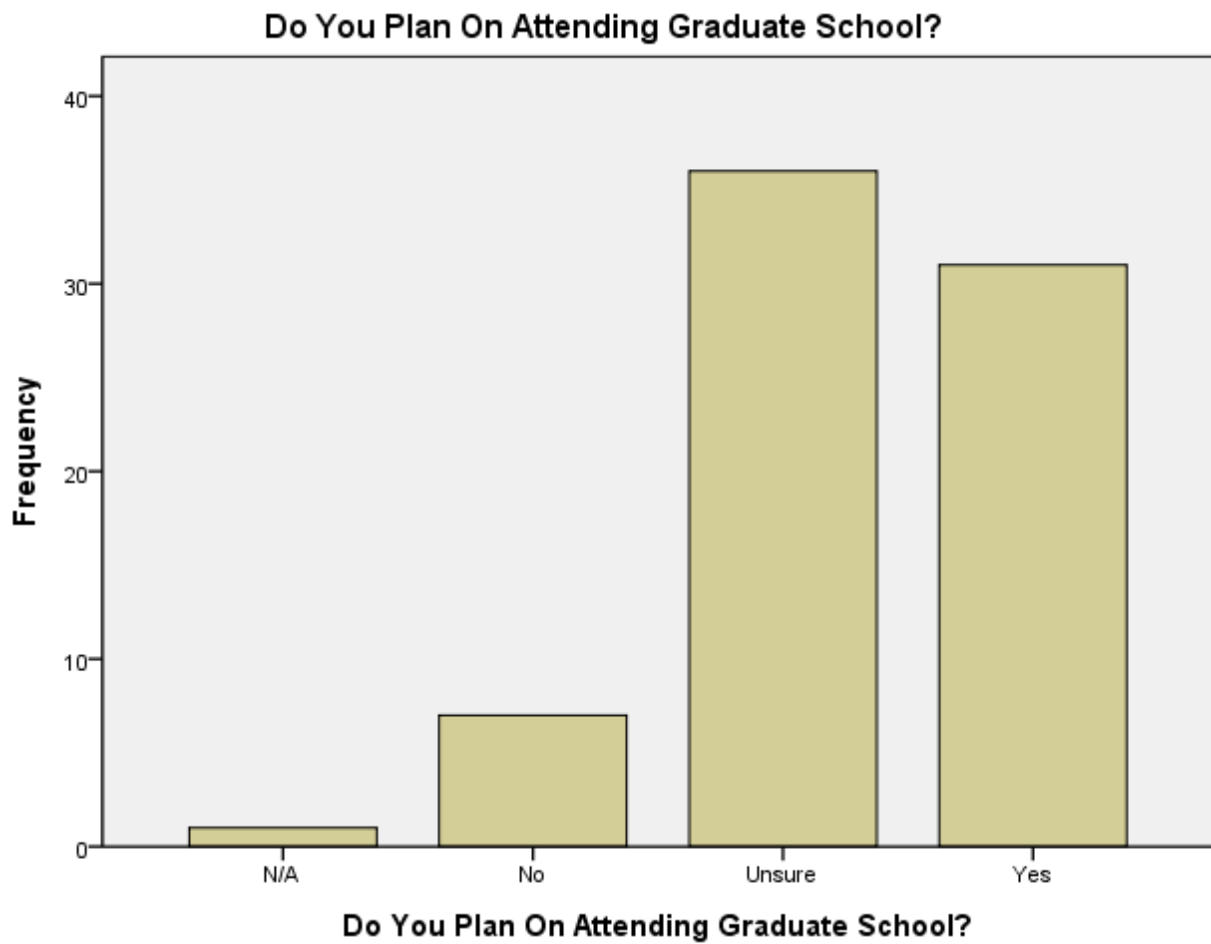
Which Sessions Did You Attend?

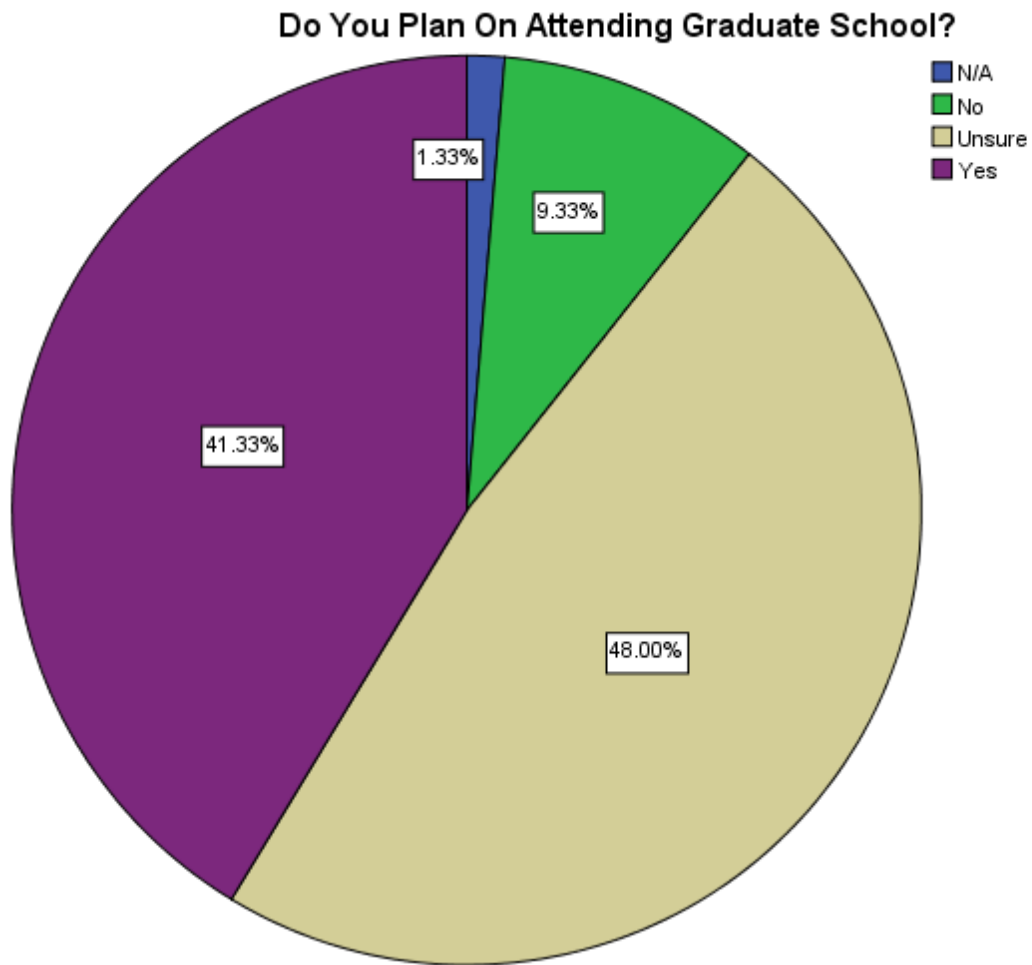


The most attended event was predictably the Booth Fair. The sum of all that attended the Booth Fair was 92% or 69 responses. This includes those who also attended other Career Exploration events, the largest sub-category being the Resume Workshop and the Booth Fair attended at 26.7% or 20 responses.

Do you plan on attending graduate school?

Do You Plan On Attending Graduate School?					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	N/A	1	1.3	1.3	1.3
	No	7	9.3	9.3	10.7
	Unsure	36	48.0	48.0	58.7
	Yes	31	41.3	41.3	100.0
	Total	75	100.0	100.0	

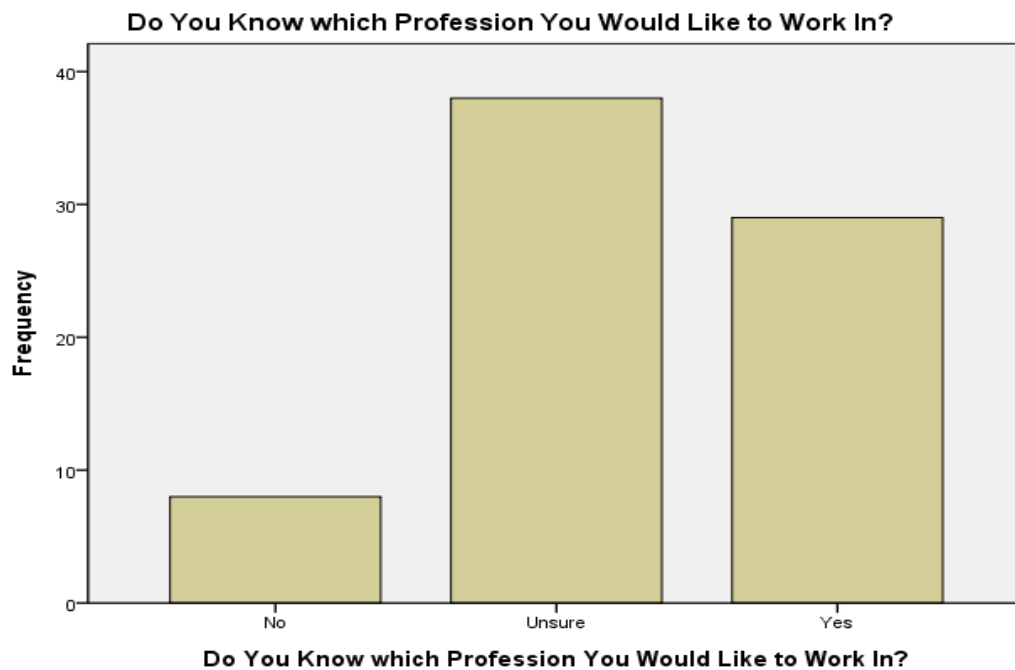


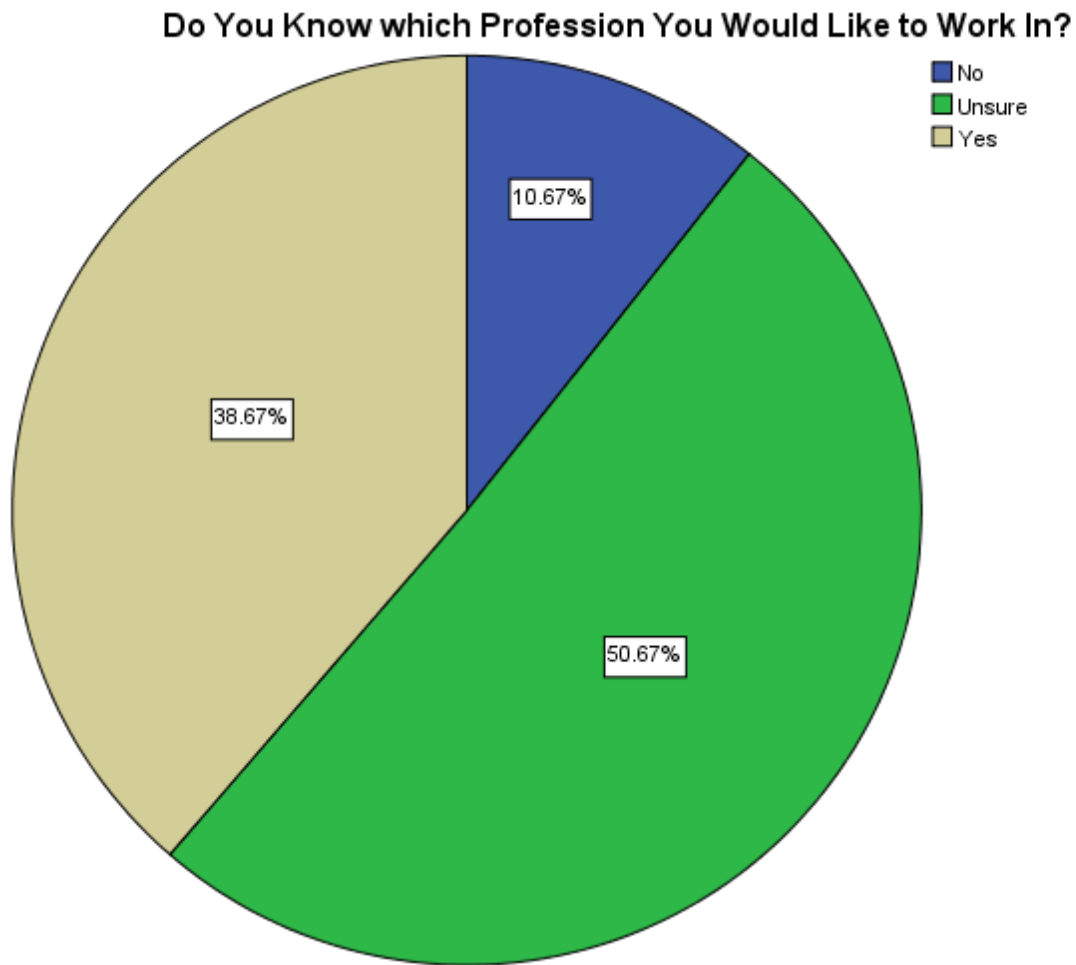


When asked if the respondents plan to attend graduate school, 48% or 35 responses said they were unsure while 41.3% or 31 respondents said they do plan to attend graduate school. This indicates a strong support for the graduate school panel. Unfortunately though, only 10.6% or 8 respondents attended the graduate school panel in total. We believe this could be, in part, due to the fact that so many freshman were in attendance at the booth fair and unsure of their plans for graduate school.

Do you know which profession you would like to work in?

Do You Know which Profession You Would Like to Work In?					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No	8	10.7	10.7	10.7
	Unsure	38	50.7	50.7	61.3
	Yes	29	38.7	38.7	100.0
	Total	75	100.0	100.0	





As further evidence for the need of a Social Science Career Exploration Day, 50.7% or 38 respondents answered they were unsure about their future profession. Coupled with the 9.3% or 7 respondents who said they did not know what field they wanted to work in, 60% of those surveyed came to the career exploration event without a set career.

Conclusion

There is so much detail that goes into planning an event, let alone a successful one. This rang true for the planning of the 2010 Social Science Career Exploration Day. Thankfully, there were three of us to divide up the different nuts and bolts for putting together a successful event. Some parts were easier than others and not everything was completed perfectly. However, we are very proud of the outcome. All of the hard work and planning paid off. We do, however, have some recommendations for future Career Days.

Our first recommendation pertains to contacting professionals. It was our experience that the earlier and more persistent we were with the professionals and organizations the more likely they were to attend. It is important to contact professionals as soon as possible, preferably starting in the summer. Next, we would highly recommend contacting professors specifically to offer their students extra credit to attend the events. Furthermore, we would advise future student planning groups to provide a program directory of organizations and professionals present. This program could include professional contact information and descriptions of agencies. Pertaining to the Booth Fair, we would advise future groups to order more food and refreshments. Although we had enough, it would have been enjoyable to have a wider selection of refreshments and more coffee available as the budget allows. Additionally, we would suggest adding a “speed mentoring” session where students had an allotted time to meet individually with professionals present. Finally, with strong statistical support of interest in a Graduate School Panel, we would suggest promoting and prioritizing the panel for higher attendance.

Overall, the preparation and execution of an event of this size and importance, taught our student group invaluable lessons dealing with organization and networking. We thoroughly enjoyed our experiences and made strong connections with a variety of organizations. We look

forward to the continuing success of the annual Social Sciences Career Exploration Day and Resume Workshop.

Appendix A: List of Invitees

CALTRANS

Wendy Waldron

wendy_waldron@dot.ca.gov

CONFIRMED.

San Luis Obispo Probation

Officer Gallagher

lgallagher@co.slo.ca.us

CONFIRMED.

AmeriCorps, Cal Poly San Luis Obispo

Jesse Torrey

805.756.5338

jtorrey@calpoly.edu

CONFIRMED.

University Police Department

Cheryl Andrus

805.756.1116

candrus@calpoly.edu

CONFIRMED.

Cuesta College Independent Living Program

Katie McCain

805-781-1700

CONFIRMED.

Certified Child Life Specialist/Consultant

Pam McLaughlin

Sierra Vista Hospital

3620 Sacramento Drive

Suite C-201

San Luis Obispo, CA, 93401

Cell: 805.540.9308

Home: 805.466.1964

tmclaughlin@tcsn.net

CONFIRMED.

ESRI GIS

Mike Ridland

mridland@esri.com

CONFIRMED.

Christina MacDonald
50 Higuera Street
San Luis Obispo, CA, 93401
805.549.3233
Christina_macdonald@got.ca.gov
CONFIRMED.

Liz Johnston, LCSW
Hospital Social Work, Private Practice
Cell: 805.471.8102
Home: 805.787.0106
slomsw@aol.com
CONFIRMED.

CASA
Kristi Jerdin
805-541-6542
kjerdin@slocasa.org; amaddren@slocasa.org
CONFIRMED.

Central Coast Hospice Partners
hpccinfo@wilshirehcs.org
Neil Bennett (Social Work Coordinator): nbennett@wilshirehcs.org
CONFIRMED.

Transitions Mental Health
Kristine Alexander
805-549-6596
CONFIRMED.

SARP
Jess Hawley
51 Zaca Lane, Suite 140
San Luis Obispo, CA 93405
805-545-8888
www.sarpcenter.org
jhawley@sarpcenter.org
CONFIRMED.

Social Sciences Club
CONFIRMED.

International Programs
CONFIRMED.

Student Academic Services-Cal Poly
Susan Sparling (Director)
Donna Davis attending.
Office: 805.756.2301
sas@calpoly.edu
CONFIRMED.

Food Bank Coalition of SLO
805-481-4652
Paso Robles: Jolin Rosa
jrosa@slofoodbank.org
CONFIRMED, but did not attend.

Federal Bureau of Prisons
209-956-9715
rxxlujan@bop.gov
DENIED. Would like to be contacted next year.

Housing Authority of the City of San Luis Obispo
805-543-4478
Sandra Bourbon
sbourbon@haslo.org
DENIED. Would like to be contacted next year.

Women's Shelter of San Luis Obispo
Marianne Kennedy
Office: 805-781-6401
DENIED. Would like to be contacted next year.

CALPIRG-Pedro Morillas
916-448-4516 x112
www.calpirg.org
DENIED. Would like to be contacted next year.

California Regional Environmental Education Community
Celeste Royer (SLO Statewide Coordinator)
805-782-7224
DENIED. Would like to be contacted next year.

Therapies to Grow On
805-544-4355
DENIED. Would like to be contacted next year.

Community Action
Laura Streeter
805-544-4355

DENIED. Would like to be contacted next year.

SLO County Administrative Office
805-781-5011
clanderson@co.slo.ca.us
<http://www.slocounty.ca.gov/admin.htm>
DENIED.

The Villages of San Luis Obispo
Retirement and Assisted Living
Office: 805.543.2300
tara@villagesofslo.com
DENIED.

Gerald T. Shea-SLO County District Attorney
805-781-5800
<http://www.slocounty.ca.gov/DA.htm>
PENDING-No Reply.

EcoSLO
805-544-1777
www.ecoslo.com
PENDING-No Reply.

Andre, Morris, Buttery, Professional Law Corporation.
805-543-4171
Mike Gibson
PENDING-No Reply.

Human Kind-Fair Trade Non Profit
805-594-1220
sarah@humankindslo.org
PENDING-No Reply.

Achievement House
Amy Hicks (Ext. 220)
Office: 805-238-6630
PENDING-No Reply.

UNICEF
Lindsay Bruinsma
310-292-6982
Elleb2@yahoo.com
PENDING-No Reply.

Elise Wheeler
750 Hearst Castle Road
San Simeon, CA, 93452
805-927-2094
PENDING-No Reply.

Peace Corps, Cal Poly
www.peacecorps.gov
PENDING-No Reply.

El Camino Homeless Organization (ECHO)
805-462-3663
PENDING-No Reply.

Student Conservation Association
603-543-1700
oncampuse@thesca.org
PENDING-No Reply.

California Student Sustainability Coalition
Crystal Durham
310-487-8049
Crystal.durham@gmail.com
PENDING-No Reply.

Affordable Housing Associates
510-649-8500
www.ahaine.org
PENDING-No Reply.

OPTIONS Community Disability Services
Jenny Cobb
805-772-6066
PENDING-No Reply.

Economic Opportunity Commission of Sal Luis Obispo
Jenny Pong
805-544-4355
Jpong@capslo.org
www.eocslo.org
PENDING-No Reply.

Theresa Lee
County Office of Education
805-543-7732
PENDING-No Reply.

Appendix B-Resume Workshop Slides

YOUR BEST RESUME... EVER♪

1st: Create Master List of Experiences♪

- Paid Work♪
- Volunteer Work♪
- Academic Projects♪
- Clubs, Student Groups, Sorority/
Fraternity♪
- Classes & Workshops♪
- Others?♪

♪

[Sample History](#)♪

♪



2nd : Analyze target opportunity♪

□ Identify♪

- Skills Required♪
- Environment/Setting♪
- Mission♪
- Qualifications♪

♪

Tip: If job description is unavailable,
look on-line for similar positions.♪

♪

Sample job description♪

Communications Fellow

Education: No requirement
Location: Cambridge, Massachusetts, 02138, United States
Posted by: [Sustainable Endowments Institute](#)
Job Category: Communications, Public relations

The Sustainable Endowments Institute (SEI), a [special project of Rockefeller Philanthropy Advisors](#), is seeking highly motivated and reliable individuals for part-time fellowship opportunities this fall. Communications Fellows will provide [media relations support](#) related to the release of the [College Sustainability Report Card 2009](#), an annual publication [reviewing sustainability initiatives](#) at colleges and universities across the country.

The work of the Communications Fellows will build on the high profile of the last two College Sustainability Report Cards, which received more than 500 media hits. Coverage included reports in the Boston Globe, Bloomberg, CNN Money, Chronicle of Higher Education, Grist, Chronicle of Philanthropy, USA Today and the PBS newsmagazine NOW.

This paid position will start in late-September and finish at the end of October. Some flexibility in scheduling and location can be accommodated.

SEI is a [nonprofit research institute](#) that is committed to [advancing the sustainability of higher education endowments](#). Located in Harvard Square, Cambridge, the Institute is easily accessible by public transportation. We encourage applicants to familiarize themselves with our website before applying: [www.endowmentinstitute.org](#).

Responsibilities
Reporting to the Executive Director, the Communications Fellow's job duties include, but are not limited to:

- Research media targets
- Act as a press and media liaison
- Prepare and distribute press releases
- Develop and cultivate contacts with journalists
- Make pitch calls
- Conduct interviews as a spokesperson of SEI
- Conduct research, outreach and general communications duties

Additional Qualifications:

- Qualifications**
- Work experience with newspapers, other print, broadcast or news media outlets, or with communications firms
 - Proven track record of meeting deadlines
 - Proficient and eloquent in both verbal and written communication
 - Flexible schedule, ability to put in extra hours when necessary
 - Excellent organizational skills, attention to detail
 - Ability to work both independently and cooperatively as part of a team
 - Familiarity with sustainability and/or endowment issues is a plus

□ 3rd♪

List out categories (SEI) and
under each write in related
details from job description♪

□ 4th♪

Create a comparison sheet♪



[Sample quadrants](#)♪



Skills

- Media relations support
- Research media targets
- Act as a press and media liaison
- Prepare and distribute press releases
- Develop and cultivate contacts with journalists
- Make pitch calls
- Conduct interviews as a spokesperson of SEI
- Conduct research, outreach and general communications duties
- Meeting deadlines
- Verbal and written communication
- Put in extra hours
- Organizational skills, attention to detail

Environment

- Nonprofit research institute
- Newspapers, other print, broadcast or news media outlets, or with communications firm

Ideology

Sustainability of Higher education endowments

Them	Me
<p>Skills</p> <ul style="list-style-type: none"> • Media relations support • Research media targets • Act as a press and media liaison • Prepare and distribute press releases • Develop and cultivate contacts with journalists • Make pitch calls • Conduct interviews as a spokesperson of SEI • Conduct research, outreach and general communications duties • Meeting deadlines • Verbal and written communication • Put in extra hours • Organizational skills, attention to detail <p>Environment</p> <ul style="list-style-type: none"> • Nonprofit research institute • Newspapers, other print, broadcast or news media outlets, or with communications firms <p>Ideology</p> <p>Higher education endowments</p> <p>Sustainability in campus operations</p>	<p>Skills</p> <p>Environment</p> <p>Ideology</p>



Government	Percentage
Current government	85%
Previous government	15%

- 
- | Responsibility | Percentage |
|---------------------|------------|
| Current government | 85% |
| Previous government | 15% |

Skills or Functional Areas♪

- Customer Service♪
- Instruction♪
- Management♪
- Event Planning♪
- News Reporting♪
- Performance♪



Environment or Setting♪

- | | |
|----------------|---------------------|
| □ Non-Profit♪ | □ Wildlife Reserve♪ |
| □ Government♪ | □ National Forest♪ |
| □ Business♪ | □ Upscale Dining♪ |
| □ Educational♪ | |



Ideals, Mission, Values♪

- Sustainability♪
- Commitment to Equity♪
- Global Information Delivery♪
- Creating Social Change♪
- Human Rights/Civil Rights/GLBT Rights♪
- Higher Education♪
- Wealth♪
- Advocacy♪
- Arts Education Promotion♪
- International Ministry♪



- 5th Determine Key Categories♪
 - Start with most relevant and work backward♪
 - Allocate more space to more relevant experience♪
- 6th Create Action-oriented descriptions for each entry♪
♪

Sample Resumes by Objective

□ [Law & Social Science](#)

□ [Student Affairs](#)

□ [Program Associate with Sadie Nash Leadership Project](#)

□ [Campaign Assistant](#)

□ [Health Educator](#)

□ [Preschool Teacher](#)

Leon Smith II
320 Kentucky St apt C - San Luis Obispo, CA 93405 - (805) 405-7050 - lesmith@calpoly.edu

Education:
California Polytechnic State University, San Luis Obispo
Bachelor of Science June 2006
Major: **Social Science** Concentration: **Criminal Justice**
NCAA Division I-A Men's Track and Field Scholarship Athlete: 2002-2004
Awards:
Contributions to the Objectives and Public Image of the University - 2006
Outstanding Student of the Year Award, College of Liberal Arts - 2006

Law & Social Science 2004-Present
Law Clerkship
California Rural Legal Assistance, San Luis Obispo, CA
• Interviewed clients and conducted factual research.
• Advised clients on Legal options with supervision.
• Assisted in maintaining the library.

Director, Start with Art 2005-Present
Non-Profit Fundraiser and Event Coordinator, San Luis Obispo, CA
• Devised Silent Art Auction in alliance with American Cancer Society
• Raised \$900 in the name of Breast Cancer, managing a team of three.
• Strategically planned for future, non-profit project collaboration.

Geographic Information Systems Intern 2005-Present
Nipomo Community Service District, Nipomo, CA
• Created a water infrastructure maintenance plan using specific Hydrology software.
• Maintained and updated GIS database.
• Demonstrated the capabilities of the current GIS software and forecasted possible problems.
• Taught software usage to and simplified technical issues with Water District staff.

Student Director 2004-Present
Multicultural Center, Cal Poly State University, San Luis Obispo, CA
• Developed and Maintained Cultural Programs for the University.
 ◦ Hosted a Hurricane Katrina "Culture Talk".
 ◦ Set up Diversity Installations on the Cal Poly campus.
 ◦ Brought the "Langston Hughes Project" cultural enhancement project to Cal Poly.
 ◦ Implemented the Women's Empowerment Collective.
 ◦ Assisted in managing Fiscal 2005-2006 budget.
• Facilitated workshops for Change The Status Quo conference.
 ◦ "What is life like for a person of color on campus" and "Urban Nutrition"
• Media and Art
 ◦ Created and maintained the Center's Website and Logo using Dreamweaver and Photoshop.

Archaeological Field Tech 2003-2004 Summer
United States Forest Service, Sierra Vista, CA
• Evaluated cultural significance of prehistoric and historic sites.
• Drafted maps of prehistoric and historic sites, developing site records.
• Inspected and identified Aspen Trees for Arboglyph data collection.

Leadership
Black Student Union President, 2004-Present Status of Women Committee: Cal Poly, San Luis Obispo
Leadership Courses in Military Science St. Jude Medical Center, Fundraising Participant
Leadership management & Leadership and Teamwork

Computer Skills
Website Design: FrontPage, Fire fox, Photoshop
MS Suite: Microsoft Word, PowerPoint, Access, Excel

Travel Experience
Europe: England, Spain Asia: Thailand, Taiwan, South Korea

Gina Van Nostrand

2340 Los Angeles Dr. #555 Los Angeles, CA 90064
949-222-7777 gina.vanstrand@gmail.com

2340 Los Angeles Dr. #555 Los Angeles, CA 90064
949-222-7777 gina.vanstrand@gmail.com

Objective:	Campus Life Postgraduate Fellowship at the University of California Office of the President	
Education:	<p>University of California, Los Angeles, CA Master of Education: Counseling in Student Affairs Expected Graduation June 2007</p> <p>California Polytechnic State University, San Luis Obispo, CA Bachelor of Science: Social Sciences, with honors June 2006 Minor: Psychology G.P.A. 3.79, Dean's List and President's List</p> <p>Cal Poly London Study Program, London, England, Fall 2004</p>	
Student Affairs Experience:	<p>Psychology Undergraduate Advising, UCLA, Los Angeles, CA September 2006-present</p> <p>Academic Advising Intern</p> <ul style="list-style-type: none"> Counsel students on three major and two minors in a department with approximately 2,600 students Interact with a diversity of students and utilize sensitivity and confidentiality with student records Advise students on career and graduate school options with a degree from the department Support advising unit by covering front desk, and doing general office work Develop workshop on careers with a B.A. in Psychology to aid students in career development <p>Admissions, Cal Poly, San Luis Obispo, CA June 2005-June 2006</p> <p>Admissions Student Assistant</p> <ul style="list-style-type: none"> Processed application materials including academic transcripts and prospective student data Transcribed faculty web discussions for marketing purposes Wrote web blogs about student life on campus Collected financial aid award and admissions mailings <p>Poly Regs, Alumni Services/Admissions, Cal Poly, San Luis Obispo, CA March 2004-June 2006</p> <p>University Student Ambassador</p> <ul style="list-style-type: none"> Led campus tours for prospective students and their parents Worked with alumni services on activities for young alumni and events such as New Student Welcome Represented Cal Poly in an outreach capacity to high school students and at other public relations events Served in leadership role as Vice President/New Member Recruitment Chair Organized multiple info sessions and events for eventual applicant pool of 50 students Developed criteria for new members and conducted application review and interviews <p>Summer Advising, Student Life and Leadership, Cal Poly, San Luis Obispo, CA July 2005-August 2005</p> <p>Peer Advisor for College of Business/ College of Liberal Arts</p> <ul style="list-style-type: none"> Counseled groups of incoming students on choosing majors and curriculum Explained AP score, transfer credits and eligibility for general education classes Guided students in planning classes and understanding the registration system 	
Administrative Experience	<p>Open Group, Irvine, CA July 2006-Sept 2006</p> <p>Assistant Project Coordinator</p> <ul style="list-style-type: none"> Compiled and entered data on architectural/engineering reviews of buildings Assisted in developing contracts for sub-consultants and in-house consultants Coordinated project distribution and work plan for reviews of architectural plans Synthesized steps of project into a first draft of project completion manual Covered front desk and assisted in training new front desk workers 	

Center for Occupational and Environmental Health, UCI, Irvine, CA

June 2004-Sept 2004

Receptionist

- Scheduled and interfaced with clients who sought medical services from the clinic
- Answered phones in a sensitive manner and referred callers to appropriate resources
- Drafted and sent letters of client appointments to the appropriate doctors and companies
- Assisted office manager in distributing mail, ordering office supplies and coordinating meetings

Research

- Teaching Assistantship, Social Data Collection and Analysis**, Cal Poly, San Luis Obispo, CA Sept 2005-June 2006
- Assisted students in understanding data entry and manipulation within the social sciences realm
 - Navigated SPSS and helped students understand how to analyze data within the system
 - Graded lab papers and tables to guide students into producing clear and convincing analysis of data

- Senior Project, Career Services**, Cal Poly San Luis Obispo, CA Dec 2005-June 2006
- Planned and organized a nonprofit career fair in conjunction with Cal Poly Career Center
 - Produced comprehensive packet for students on how to discover a career in the nonprofit sector
 - Researched how nonprofits are structured and how to make a career in the nonprofit sector

Campus Leadership

- Adjunct Chair, Homecoming Committee**, Cal Poly, San Luis Obispo, CA Sept 2005-Nov 2005
- Solicited funds in support of Homecoming events
 - Coordinated judges, developed score sheets and read court applications
 - Represented Homecoming at club meetings to increase involvement in campus events

- Vice President, Social Sciences Club**, Cal Poly, San Luis Obispo Sept 2005-June 2006
- Facilitated speaking events that increased members' knowledge of social issues
 - Attended committee meetings to plan discipline-appropriate, educational events

Computer Skills

Microsoft Word, PowerPoint, Excel, FrontPage, Outlook, SPSS, Counselor Desktop, OASIS, SIS

References

Tracee K. Watkins

324 Sand Road • San Francisco, CA 94023 • (415) 354-2045 • twatkins@earthlink.net

Objective	A Program Associate position with Sadie Nash Leadership Project	
Education	<p>California Polytechnic State University, San Luis Obispo, California Bachelor of Arts, Political Science, cum laude, June 2004 Elective Concentration: Survey of Underrepresented Populations Cal Poly London Study Program, London, England, Fall 2002</p>	
Leadership Training	<p>Extreme Leadership Conference Women's Leadership Conference Week of Welcome Leadership Training State of the Student Forum</p>	
Planning Experience	<p>Summer Institute Program, Cal Poly, San Luis Obispo, CA Assistant Program Coordinator April 2003-Sept. 2003, March 2004-present</p> <ul style="list-style-type: none"> Plan and implement a summer bridge program, managing \$80,000 program budget Conduct interviews and hire educational instructors, resident advisors, and learning assistants Supervise twelve staff members, coordinate and facilitate weekly meetings Coordinate three banquets and four special events for all Summer Institute students <p>Parks and Recreation, San Luis Obispo, CA Program "N" Coordinator September 2003-June 2004</p> <ul style="list-style-type: none"> Organized and managed complex monthly calendar of activities for middle school after school program Coordinated all aspects of Teen Hang-Out program including organizing activities and managing budget Supervised and coordinated daily activities for program participants <p>College of Liberal Arts Student Council, Cal Poly, San Luis Obispo, CA Council Chair September 2003-June 2002, September 2003-June 2004</p> <ul style="list-style-type: none"> Planned agendas and facilitated weekly meetings Coordinated all aspects of four campus-wide events Participated on several budget and award committees 	
Women's Advocacy	<p>Women's Shelter of San Luis Obispo, CA Research Assistant—Political Science Department January 2004-present</p> <ul style="list-style-type: none"> Research and analyze abortion-related, statistical data for Dr. Anna Eliaz Edit and check references for each book chapter Transcribe six interviews conducted by Dr. Eliaz regarding abortion research Collect information regarding abortion in relation to media attention <p>Cal Poly, San Luis Obispo, CA Research Assistant—Political Science Department January 2004-present</p> <ul style="list-style-type: none"> Research and analyze abortion-related, statistical data for Dr. Anna Eliaz Edit and check references for each book chapter Transcribe six interviews conducted by Dr. Eliaz regarding abortion research Collect information regarding abortion in relation to media attention <p>Senior Project: Grassroots Women's Advocacy Efforts on College Campuses April 2003-June 2003</p> <ul style="list-style-type: none"> Researched extensively U.S. college campuses experiencing strong Women's Rights activism efforts Created and implemented new survey to collect student input Advised Student Affairs division on education-based programming strategies Initiated creation of Women's Programs advisory committee consisting of women from across campus interested in collaborating on behalf of women's needs and concerns 	
Administrative Experience	<p>Administrative Clerk, California Department of Forestry, San Luis Obispo, CA June 2002-April 2003</p> <p>Cashier, The Avenue, Cal Poly Foundation, San Luis Obispo, CA September 2001-September 2002</p> <p>Receptionist, Trinity Hall, Cal Poly, San Luis Obispo, CA January 2001-June 2001</p>	
Computer Skills	<p>Microsoft Word, Excel, Front Page, Access, Power Point, Publisher, Outlook, FileMaker Pro, Open Time, Student Information System, SPSS, Minitab, Corporate Time, 50 WPM</p>	

Donna LaMadelcine

2525 South St, San Luis Obispo, CA 93405
(805) 441-5555
dlamadelcine@slsbo.com

Objective: Campaign Assistant position with Senator Lois Capps

Education

California Polytechnic State University, San Luis Obispo
Bachelor of Arts: **Political Science**, September 2006
Focus: **Public Administration**
Major G.P.A.: 3.2

- Worked full-time while attending school full-time
- Earned recognition for contributing over 150 hours of voluntary community service while attending school
- Senior Project: 37 page paper entitled "Winning Elections on a Non-Partisan Platform"

Political Campaign Experience

Jim Watkins for Supervisor, District 3, CA January 2007-present
Campaign Organizer and Database Worker

- Helped start the campaign by recruiting and organizing volunteers, making media lists, planning get-to-know the candidate events.
- Gathered and inputted all campaign and voter information into databases.
- Analyzed and coordinated use of data.

Diane Swanson for Congress, District 22, CA March-December 2006
Campaign Manager

- Coordinated all aspects of the campaign including fundraising, mailings, phone-banking, office management, media, and events.
- Coordinated over twenty volunteers.
- Updated website content related to policy advocacy.
- Aided candidate with events, speeches, writings, and district traveling.

Affiliations

San Luis Obispo Progressive Democratic Club February 2007-present
San Luis Obispo Earth Day April 2006
San Luis Obispo County Central Committee September 2004-present
San Luis Obispo Democratic Club October 2004-present
California Polytechnic State University College Democrats September 2004-2006
University of Colorado at Boulder College Democrats August 2002-June 2004

Outreach

John Luis for Mayor Campaign May-November 2006

- Attended events, walked precincts, voter outreach.

Lois Capps for Congress May-November 2006

- Attended events, phone-banking, walked precincts.

California Democratic Party March-November 2006

- Phone-banking for all democratic candidates, voter outreach, walked precincts, helped organized volunteers.

Skills

Language: background in American Sign Language and Spanish
Computer: Microsoft Word, Excel, PowerPoint

Additional Experience

Child Care Provider and Educational Supervisor, Mike and Cheryl Cole June 2005-present

- Met the physical, emotional, and academic needs of two young children, facilitated life skills, social interaction, responsible for their health and well-being.
- Organized, designed, and facilitated educational programs for a thirteen year old student with special needs, taught academics and social values/ethics.

Foster Care Family

- Gained invaluable insight into life experience of disadvantaged youth as lifelong member of foster child host family.

Appendix C: Student Questionnaire

Name:

Social Science Career Exploration Day Student Questionnaire

1. What is your major?
2. What year are you in college?
1st 2nd 3rd 4th 5th Other
3. How Informative did you find this event?
(High) 5 4 3 2 1(Low)
4. Which sessions did you attend?
 - a. Resume Workshop
 - b. Booth Fair
 - c. Professional Panel
 - d. Graduate School Panel
5. Do you plan on attending graduate school?
Yes No Unsure
6. Do you know which field as a professional you would like to work in?
Yes No Unsure
7. If yes which field?
8. What professions would you like to see present at this event in the future?

* Please leave any additional comments on the back of the page.